

CHEMISTRY DEPARTMENT CHARTER

Revised 4/23/2004

Deleted: ¶

Contents

I. Chairperson –Term and Duties	1
A. Term	1
B. Duties	1
II. Procedures	1
A. Voting	1
B. Amendments to the Charter	1
C. New Faculty Searches	2
D. Promotion, Tenure and Reappointment	2
1. Chemistry Department Peer Teaching Evaluation	2
2. Reappointment of untenured faculty	3
3. Procedure for Promotion and Tenure to Associate Professor with Tenure	3
General Criteria for Use in Decisions Concerning Promotion to the level of Associate Professor with Tenure	4
Research	4
Teaching	5
Service	5
4. Procedure for Promotion to Professor	5
General Criteria for Use in Decisions Concerning Promotion to the level of Professor	6
Research	6
Teaching	6
Service	7
E. Search Procedure for Department Chairperson	7
F. Evaluation and Reappointment of the Chairperson	8
G. Grievances	10
H. Committee Structure	10
I. Acting Chairperson	10
J. College Promotion and Tenure Committee	10
K. Departmental Meetings	10
L. Procedure for Appointment of Adjunct Faculty	10
1. Rationale	11
2. Guidelines	11
3. Procedure	11

I. Chairperson - Term and Duties

A. Term

1. All appointments and re-appointments will be for three years. If the chairperson has served for two consecutive terms, there must be a search for a new chair during the final year of the second term. The chairperson is not excluded from applying for the position. After each election in which the current chairperson is chosen, the chairperson will be eligible to serve two more terms under the same rules that applied to her/his first appointment. (Revised May 1997, May 2000)

B. Duties (revised spring 96)

1. The chairperson shall function as chief executive officer and chief operating officer of the department. The chairperson is to serve as the department faculty's spokesperson to the university administration and to report the will of the faculty on any issue to the university administration. It shall be the chairperson's responsibility to rationally distribute committee loads throughout the department faculty and to issue a major charge to each committee chair at the beginning of the academic year.

II. Procedures

Those procedures that are subject to approval by the dean, provost, president and Board of Control will be appropriately submitted. In any event in which these precepts are in conflict with University policies, the University policies and procedures shall take precedence

A. Voting (Revised spring 96)

A simple majority of the senate constituency must vote in support of an issue before it can be implemented. A mail ballot will be conducted if any one individual requests it, otherwise a voice ballot may be conducted during a faculty meeting. All faculty members will be expected to abide by these decisions.

All elections for elected positions will be held using senate procedures and by a secret mail ballot.

At least two faculty members of the Department of Chemistry must be present when ballots are opened and counted. (May 1998)

B. Amendments to the Charter (Revised spring 96)

Amendments to the charter may be proposed by departmental faculty and must be discussed and voted on by the faculty. Changes to the charter can be made at any time with two-thirds (2/3) of the eligible Senate constituency in favor. The vote will be by a mail ballot.

C. New Faculty Searches

1. Selection of an *ad hoc* search committee will be composed of at least two faculty members from the closest sub-discipline, one additional faculty member, and the department chair. The department chair appoints the search committee chair. All correspondence/contact with potential candidates prior to invitations to interview are conducted by the search committee chair.

2. The search committee will conduct the search following established University guidelines and such conditions as the faculty may specify.

D. Promotion, Tenure, and Reappointment

The Promotion and Tenure (P&T) Committee has several functions and the membership changes with function. In general, it is composed of all tenured faculty members of the Department including the Department Chair. The full committee is concerned with description of the tenure, promotion and reappointment process and development of drafts of rules and modifications of rules for presentation to the Department for inclusion in the Departmental Charter. Members of the P&T Committee will elect a Chair (who may not be the Department Chair) in September of every year. The P&T Committee and all subsets of the P&T Committee are expected to keep the deliberations and recommendations of reappointment, promotion, and tenure cases confidential.

Peer evaluation of teaching is required during evaluation of aspects of promotion, tenure and reappointment.

1. Chemistry Department Peer Teaching Evaluation

The Departmental P&T committee will select at least two members to evaluate the candidate. The selection will be made such that the same two members do not evaluate the candidate two years in a row.

The candidate will be observed while teaching in the classroom a minimum of once per semester by each evaluating faculty member. In-class visits may be made more often if desired by the evaluating faculty or if requested by the candidate. The candidate should be notified in advance when the reviewers will be attending his/her class.

The in-class evaluation will consider the following criteria where appropriate:

- Appropriateness of pedagogical strategies (e.g. lecture, discussion, group work, etc.).
- Quality of class involvement and response.
- Quality of presentation (organization, relevant focus, illustration or examples, voice, use of instructional resources, handouts, etc.).
- Ability to initiate and direct discussion or group work.
- Achievement of effective classroom atmosphere (presence, rapport).

In addition, the peer evaluation will address the following:

Appropriateness of texts, material, assignments and course content.

Adequacy of the course syllabus, which should clearly state requirements, procedures, grading policy, etc.

After each classroom visit each faculty evaluator will summarize his/her findings in a written and signed report. The reports will be presented to the Departmental P&T committee who will prepare an overview report for each candidate.

2. Reappointment of untenured faculty

For reappointment issues the P&T Committee will be the full committee excluding the Department Chair.

Untenured faculty (in tenurable positions) have finite term appointments (two years). Each year, the P&T Committee will review each untenured faculty member's progress towards tenure and will supply a written recommendation regarding the faculty member's progress and the advisability of future reappointments to the Department Chair. A copy of the evaluation will be given to the candidate.

Assistant Professors must submit a complete CV to the P&T Committee by 1 October each year for evaluation of progress towards tenure. The P&T Committee will use available evidence (faculty vita updates, student and peer teaching evaluations, and any other information they feel appropriate) when making its recommendation to the Department Chair. External letters are not solicited for these reviews.

The Department Chair will use this input, along with any other data available, to make a written recommendation to the Dean of College of Sciences and Arts. The Chair will meet with the faculty member, give a copy of the written recommendation, and discuss specific areas the faculty member needs to improve for a strong tenure case.

In the event the P&T Committee concludes that the faculty member is not making sufficient progress and that a positive tenure recommendation cannot realistically be expected, a recommendation will be made to terminate the appointment. (If that recommendation is accepted, the year following the review will be the faculty member's terminal year at MTU.) Otherwise, a continuation of the appointment will be recommended.

3. Procedure for Promotion and Tenure to Associate Professor with Tenure

For promotion and tenure of Assistant Professors, the P&T Committee will be the full Committee excluding the Department Chair and the Department representative to the College P&T Committee.

Assistant Professors must submit a complete CV to the P&T Committee by 1 October each year for evaluation of progress towards tenure. The Promotion and Tenure Committee will meet on an annual basis to review the record of the assistant professors. An initial meeting of the committee must be held before 1 November of each year.

A three-person *ad personam* committee composed of members of the Departmental P&T Committee will be appointed for each candidate. This committee assists the candidate in collection of pertinent information and prepares a list of referees and a draft recommendation concerning the application for the P&T Committee.

General Criteria for Use in Decisions Concerning Promotion to the level of Associate Professor with Tenure

Candidates for promotion and tenure in the Department of Chemistry must demonstrate outstanding performance in teaching, research, and service. The Department recognizes that this goal may be achieved in a variety of ways. Thus, each candidate will be judged on the strength of her or his performance.

Candidates should be prepared to document all activities described in the application.

Research

The quality and extent of research contributions in any field of chemistry, including chemical education, will be evaluated by considering the following criteria:

- Advising of graduate students as a major advisor in research leading to publication of theses, dissertations, and journal articles
- Publication of the results of original research performed at MTU in refereed journals of national and international stature
- Presentation of research work at conferences, meetings, symposia, other universities, industrial groups, etc.
- Obtaining research grants and/or contracts
- Solicited letters of evaluation from nationally recognized experts in a relevant field of study
- Filing and award of patents

Additional items that will be considered as indicative of research activity include:

- Reviewing or editing for professional journals
- Reviewing for funding agencies
- Serving as advisory committee member for graduate students
- Evidence of impact of research as indicated by citations in the Science Citation index.

Candidates for promotion and tenure must give a seminar to the department covering some aspect(s) of their research at MTU.

Teaching

The quality and extent of contributions to the teaching mission will be evaluated by considering the following criteria:

- Student evaluations
- Peer evaluations
- Obtaining grants or gifts for educational gifts or programs
- Efforts towards curriculum improvement and innovation
- Professional production of instructional materials such as software, videos, etc. enjoying a national distribution

Service

The quality and extent of service contributions will be evaluated by considering the following criteria:

- Active participation on Departmental committees
- Active participation on College and/or University committees
- Academic advising of students
- Advising of student groups
- Service to professional organizations
- Communication of science to the public via outreach activities
- Other activities that advance the mission of the Department and the University

4. Procedure for Promotion to Professor

For promotion and tenure for Associate Professors, the P&T Committee will be the full Committee excluding the Department Chair and the Department representative to the College P&T Committee and excluding faculty below the rank of Professor.

Associate professors who wish to be considered for promotion to full professor should submit a complete CV to the Chair of the P&T Committee by 1 October and make a formal written request. The Departmental P&T Committee may also recommend candidates for consideration for promotion to professor through a memo to the Department Chair with a copy to the individual.

An initial meeting of the P&T Committee must be held before 1 November of each year. At this meeting, members will consider each possible candidate for promotion with a view to making a recommendation for promotion or for advising prospective candidates of any issues which would help future applications.

The decision to consider individuals for promotion will be made by secret ballot, and, if appropriate, an *ad personam* committee, composed of three members of the Departmental P&T Committee, will then be formed. The candidate will be notified of the decision in writing. The Chair of the Department will be informed of the outcome of these deliberations.

A three-person *ad personam* committee composed of members of the Departmental P&T Committee will be appointed for each candidate. This committee assists the candidate in collection of pertinent information and prepares a list of referees and a draft recommendation concerning the application for the P&T Committee.

General Criteria for Use in Decisions Concerning Promotion to the level of Professor

Advancement to the rank of Professor, the highest attainable position within a department, is awarded to faculty members who have achieved outstanding professional recognition, local, regional and national. The requirements for promotion to the rank of Associate Professor must be met. However, for promotion to Professor an individual must have attained and sustained scholarly activities over a period of time sufficient to be recognized by a wide circle of peers. The Department recognizes that this goal may be achieved in a variety of ways. Thus, each candidate will be judged on the strength of their performance.

Research

Evidence for excellence in research in any field of chemistry, including chemical education, will be evaluated by considering the following criteria:

Advising of graduate students as a major advisor in research leading to publications of theses, dissertations, and journal articles; advising of Ph.D. students to completion is essential (Note, however, that special consideration must be made for candidates appointed to the faculty at the Associate level for whom the tenure track may be shorter than the time necessary for completion of a PhD and for those candidates seeking promotion to Professor in areas necessary to the Department but which few graduate students select as their PhD area.)

Continued, consistent record of publication in refereed journals

Scholarly books authored or edited

Editor or serving on the editorial board of a professional journal

Evidence of sustained external funding

Invited talks at national or international conferences

Invited contributions for published works such as books or review articles

Organizing of national or international conferences

Fellowships or awards for scientific accomplishments

Other national citations of quality work

Candidates for promotion are expected to give a seminar to the department covering some aspect(s) of their current research.

Teaching

Evidence for excellence in teaching will be evaluated by considering the following criteria:

National or local awards and citations

Authorship of widely adopted texts and monographs

Authorship of influential articles pertaining to education

Nationally recognized contributions to curriculum development,
Lecture invitations
Invitations to visit major universities as a visiting professor
Selection for editorship of recognized educational journals or text series
Scholarly activity beyond quality classroom instruction and normal course development
which is expected of all candidates for promotion to Professor.

Service

Evidence for excellence in service will be evaluated by considering the following criteria:

Active participation and leadership roles in Departmental and University committees
Election to substantial office in professional societies
Participation in professional review groups and panels
Outstanding leadership within the University
Professional service to the regional, national and international community

(Revised May 1997, April 2000, December 2002)

E. Search Procedure for Department Chairperson

1. The dean in consultation with the provost and departmental faculty decides if the search will be restricted to internal candidates or if there will be an open search for internal and external candidates.

2. The long and short -term goals of the department are formulated before the initiation of the search. This is put in writing by a committee elected at a meeting convened by the senator. This document is approved by faculty vote.

3. The dean initiates the search.

4. The department's senator and a representative appointed by the present chairperson conduct the formation of the search committee. Three faculty members are elected by the faculty and one staff member is elected by the staff. Election results are tabulated by the senator and representative. Ties are resolved by random selection. Chairperson candidates are not eligible to vote. One member from outside the department is appointed by the dean. The chairperson and associate chairperson of the search committee are elected by the committee at their first meeting. The search committee is identified to the department by the department senator.

5. The search committee makes arrangements for each top candidate to make two presentations:

A technical presentation in his/her field of specialization that includes trends, directions and opportunities for research in the field.

A presentation that may include, but is not limited to the following issues:

- Candidate's administrative philosophy and plans for meeting short and long term goals
- The direction of education in the department.
- Resources needed to attain the goals.

6 The search committee then polls the faculty and staff and ranks the top three candidates. These candidates are then presented to the dean for final selection and hiring subject to the approval of the provost and president. (revised Dec 96)

F. Evaluation and Reappointment of the Chairperson

1. The chairperson will be evaluated in the final year of the chairperson's term only if she/he decides to continue for an additional term. (Revised May 2000)

2. The process may be initiated by the chairperson or departmental senator at any time, but not more than once a year.

3. The Evaluation Committee will consist of two faculty members elected by the faculty and one staff member elected by the staff. A chairperson and associate chairperson will be elected at their first closed meeting. The voting body will be asked to choose the appropriate number of names.

4. The chairperson must prepare a written report that is distributed to all faculty and staff. This report should include but need not be limited to:

- a. Achievement of the department goals.
- b. Budget management.
- c. Academic program growth and quality.
- d. Future departmental needs and directions.
- e. Effort to address any controversial charge or goal.

5. The distribution of this report is followed by a meeting of all members of the department to ask questions and request any clarification about the report.

6. Evaluation forms will be sent by the evaluating committee to all faculty and staff of the department and collected. A form suggested by the senate will be used.

7. The evaluation committee will review summary statements of the major accomplishments and problem areas and comment on progress in problem areas identified in the previous evaluations. Results may be obtained from the dean's office.

8. All completed questionnaires and comments will be confidential.

9. The committee will give the chairperson a copy of the tabulated results, the synthesis of the open-ended questions, and summary statements. The chairperson will be asked if he/she would like to respond to the report before members of the department see it.

10. If the chairperson decides to not seek reappointment, then the process is terminated. Subsequently, the members of the department will be informed of the chairperson's decision and all material related to this evaluation process will be destroyed.

11. The committee will compile a report of the tabulated results, the synthesis of open-ended questions, summary statements, and the response of the chairperson. They will arrange a closed meeting for all departmental faculty and staff, where copies of the document described above will be circulated. These copies will not be taken outside the meeting room and all but two copies will be destroyed after the meeting/meetings. The purpose of the meeting is the dissemination of evaluation material only, and not for discussion of the chairperson's performance.

12. (Revised spring 96)The departmental staff will take an advisory vote by secret mail ballot, the results of which will be reported to the Chair of the Evaluation Committee for dissemination to the faculty before the formal faculty vote is taken.

A formal vote by the faculty will then conducted by the Evaluation Committee using a secret mail ballot.

Ballot

_____ *I support (Name of chairperson) as the chairperson of the Chemistry department.*

_____ *I do not support (Name of chairperson) as the chairperson of the Chemistry department.*

_____ *I am undecided in my support of (Name of chairperson) as the chairperson of the Chemistry department.*

When there is a 50% or greater majority faculty support for the chair, recommendation for reappointment will be made. When there is less than 50% support, the replacement process detailed in section E will be initiated.

The results of this ballot and the final report will then be forwarded to the Dean, Provost and President.

13. All the faculty and staff will be informed of the results.

G. Grievances

A departmental grievance committee shall be formed whenever requested and shall be composed of one member selected by the person submitting the grievance, one member selected by the person against whom the grievance is being filed and one member being selected by the chairperson, or senator, or alternate senator, in that order, if any of these three are part of the grievance. This committee will then follow the University grievance procedure.

H. Committee Structure (revised spring 96)

1. There shall be standing committees including but not limited to: Executive, Graduate, Graduate Recruitment, Space, Safety, Equipment, and Curriculum. The chairperson may form other standing committees or ad hoc committees not listed above as necessary to advise him/her concerning departmental and University matters.

2. All proposals developed in departmental committees must come to the faculty and/or staff complete with an accompanying explanatory memo signed by the committee chair and/or all committee members recommending the proposal. Dissenting committee members may attach a memo outlining the reasons for their dissent. These proposals should be submitted to the faculty and/or staff at least five working days prior to the faculty vote. (May 1999)

I. Acting Chairperson

The departmental chairperson will designate a faculty member to act on his/her behalf during his/her absences.

J. College Promotion and Tenure Committee (adopted May 1997)

Two candidates to the College Promotion and Tenure Committee shall be elected by the faculty and submitted to the dean for selection as our departmental representative for a three year term.

K. Departmental Meetings

Minutes will be taken by a designated faculty or staff member at every faculty meeting. These minutes will be approved or amended at the next faculty meeting as the first item of business.

L. Procedure for Appointment of Adjunct Faculty

The faculty may recommend the appointment of qualified people, either from within the University or from outside, to adjunct status in the Department.

1. Rationale

Faculty at MTU, from other Universities, Community Colleges and similar institutions, and personnel from Government and Industrial laboratories have a wide range of interests and occasionally it may be beneficial to the department to have such people affiliated with our department through an adjunct appointment.

2. Guidelines

The only criterion for the appointment of a faculty member in another department to adjunct faculty status in the Chemistry Department is that the Chemistry Department receive some tangible benefit from the affiliation. Eligible candidates are already employees of MTU and have passed through employment scrutiny in their home department. Therefore, under normal circumstances, the only additional limitation is that a candidate for adjunct faculty status in the Chemistry Department would hold an earned doctorate. No salary is associated with such adjunct appointments. For certain short-term appointments below the rank of adjunct assistant professor, the requirement of an earned doctorate may be waived.

Appointment to adjunct status for faculty from other Universities, Community Colleges and similar institutions, and staff from Government and Industrial laboratories has the same requirements as appointment to the full time faculty. In most cases this includes an earned PhD degree in Chemistry or associated subject and continuing activity in research in chemistry as evidenced by regular publication in referred journals. No salary is associated with such adjunct appointments. For certain appointments where the candidate has a long term history in research in chemistry, the requirement of an earned doctorate may be waived.

Appointments may be of any duration agreed upon by the faculty up to 3 years (the normal term of appointment to adjunct status). Appointments are renewable upon mutual agreement of the candidate and the department faculty.

Normally, appointment will be at the same rank as in the home department.

3. Procedure

Short-term appointments (one semester or less) below the rank of adjunct assistant professor may be recommended to the Chair in a faculty meeting (after examination of the candidate's vita and discussion) by a majority vote of the quorum of faculty at the meeting. All tenured and tenure-track faculty are eligible to vote.